

# REQUEST FOR INFORMATION

## DLA Document Services

### 1.0 Description

1.1 DLA Document Services is seeking information on the acquisition of one to eight high-speed paper punch devices. As part of our determination to purchase high speed punch systems we need to determine the cost and capability of devices. Document Services provides custom punch patterns as designated by the Air Force and other DoD customers. These patterns range from three to eleven holes with various hole dimension, pattern configuration, and material sizes (11" x 17", 8.5" x 11", 9" x 5.5", 8" x 5", 7" x 4.5", etc.). Attachment A provides additional specifications.

1.2 THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the Government to contract for any supply or service whatsoever. Further, DLA Document Services is not at this time seeking proposals and will not accept unsolicited proposals. Responders are advised that the U.S. Government will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. If a solicitation is released, it will be synopsisized on the Federal Business Opportunities (FedBizOpps) website. It is the responsibility of the potential offerors to monitor these sites for additional information pertaining to this requirement.

### 2.0 Background

2.1 Delivery Period: Estimated mid spring 2017

### 3.0 Requested Information

3.1 Refer to Attachment A

### 4.0 Responses

4.1 Interested parties are requested to respond to this RFI in writing.

4.2 RFI document must be received **no later than January 31, 2017, 1800 EST**. Responses shall be XX submitted via e-mail to Victoria Kraus [Victoria.Kraus@DLA.Mil] and Ernest Gardner [Ernest.Gardner@DLA.Mil]. Please be advised that all submissions become Government property and will not be returned.

4.3. Section 1 shall provide administrative information, and shall include the following as a minimum:

4.3.1.a. Name, mailing address, overnight delivery address (if different from mailing address), phone number, fax number, and e-mail of designated point of contact, Cage Code and GSA Schedule if applicable.

4.3.1.b. Business type (large business, small business, small disadvantaged business, 8(a)-certified small disadvantaged business, HUBZone small business, woman-owned small business, very small business, veteran-owned small business, service-disabled veteran-owned small business) based upon North American Industry Classification System (NAICS) code 333244, Printing Machinery and Equipment Manufacturing and 423420 Office Equipment Merchant Wholesalers. "Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria

and size standards in 13 CFR part 121. A small business concern for the purposes of this procurement is generally defined as a business, including its affiliates, averaging no more than 750 employees for NAICS code 333244 or 200 employees for NAICS Code 423420. Responders are cautioned, however, that this is a general description only. Additional standards and conditions apply. Please refer to Federal Acquisition Regulation FAR 19 for additional detailed information on Small Business Size Standards. The FAR is available at <http://farsite.hill.af.mil/vfar1.htm>.

4.3.1.c Section 1 shall contain a response or dialog addressing each item under Specifications in Attachment A.

## **5.0 Questions**

Questions regarding this announcement shall be submitted in writing by e-mail to Victoria Kraus [Victoria.Kraus@DLA.Mil] or Ernest Gardner [Ernest.Gardner@DLA.Mil]. Verbal questions will NOT be accepted. Questions will be answered by posting and amendment to the RFI posted on FBO. The Government does not guarantee that questions received after **January 31, 2017, 1800 EST** will be answered. To access the FBO website, go to <https://www.fbo.gov/>.

## **6.0 Summary**

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify sources that can provide high-speed paper punch devices. The information provided in the RFI is subject to change and is not binding on the Government. All submissions become Government property and will not be returned.